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GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE
MICROFILM SURVEY - AGENCY SUMMARY SHEET

	MICKOPILM SURVE	I - AUEN	UI 3	UMMA	KI SIIL	i La I						
L. NAME	OF AGENCY								•			
	SON (Name, title and location survey)	n of agency o	officia	l who	will be a	vallable t	o answ	er possib	le ques	tio	na ari	sing
HAS	THE AGENCY EVER PRODUCED REC	ORDS (OTHER )	THAN LI	BRARY	MATERIALS	) IN MICRO	FILM FO	ORM?	<del> </del>	L	YES	NO
	ER OF ORGANIZATION UNITS REP											
	ER OF ORGANIZATION UNITS REP					THEIR CONTR	OL					
6. IMAGES MICROFILMED FOR ORGANIZATION UNIT USE (GSA FORM T75a)							COLUMN CODE				NUMBI	E R
a. BY ORGANIZATION UNITS								b and d	1			
b. ELSEWHERE WITHIN AGENCY								b and d	2	<u>:</u>		
C. RY ANOTHER GOVERNMENT AGENCY								b and d	3	ļ		
d. BY SERVICE CONTRACT							b and d	4				
	OTAL		•					b	<u> </u>	<b>├</b> ─		
7. TOT#	L NO. OF IMAGES MICROFILMED FO DEVELOPED (RECORDS FILMED	DRUSE OF OTHE BY ORGANIZAT	R ORGAN	NIZATI IT ONL	DN UNITSO Y)	R AGENCY (G	SA FOR				01.1.5	
o. Firm	(GSA FORM T75a a	and 775a-1)			•	COLUMN	CODE	NUMBER O		DUPLICATE		
						c and e	1	REGAL	$\vdash$	DUTET	<u> </u>	
a. BY ORGANIZATION UNIT b. ELSEWHERE WITHIN AGENCY						c and e	2			T		
C. BY ANOTHER GOVERNMENT AGENCY						c and e	3			† <del></del>		
d. BY VENDOR OF FILM						c and e	4					
e. BY OTHER COMMERCIAL PROCESSING LABORATORY						c and e	5					
f. TOTAL						е						
	OSE OF MICROFILMING I FORM T75a)				UMBER IMAGES ILMED	10. OBLIGATIONS BY OBJECT (GSA FORM T75b - Block 5)				AM OUNT		
a. (	FOR SPACE SAVING REASONS	b and f				a. PERSONAL SERVICES \$						···
b. f	FOR SECURITY REASONS b and f 2					b. EQUIPMENT PURCHASES						
	BECAUSE OF DETERIORATION OF	b and f 3				c. EQUIPMENT RENTALS			₩			
- F	APER RECORDS					d. FILM - 16MM			<u> </u>	ļ		
	TO PRODUCE FILM OR PAPER COPIES	band f 4				f. co	e. FILM - 35MM  f. CONTRACT SERVICES BY OTHE AGENCIES OR BY OTHER ORGANIZATION					
	TO REDUCE TIME OR LABOR OF CURRENT OFFICE OPERATIONS	b and f 5				UNITS WITHIN YOUR AGENCY  g. CONTRACT SERVICES PER- FORMED BY PRIVATE CON-				-		
f. I	FOR OTHER REASONS	b and f 6					RMED BY ACTOR	PRIVATE	CON-			
9. TOTAL						h. TOTAL - ALL OBJECTS						
11. RA	W STOCK NEGATIVE FILM (G.S.A. P.C.	FORM T75b - Block 6)						12. DUPLICATES (GSA FORM T			- Blo	ck 7)
SIZE	NUMBER OF ROLLS DELIVERED	INVENTORY				RY OF FILM D EMULSION		SIZE	F	FILM REELS		
16MM												
35MM								35MM		т		
	ABER OF PAPER PRINTS (GSA FOR	RM T75b - Blo	ck 8)		lanal -t-	et if more			ed)	<u> </u>		
14. EQI	JIPMENT (GSA FORM T75c)		(US6	ή		IL MOTO	epace .	ra tedati		0.F	INITS	
	DESCRIPTION	TYPE			MODEL IUMBER	M AK,E		OW	OF UNITS RENTED			
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## INSTRUCTIONS (General)

Except for Block 9 the required entries are self-explanatory; most entries being referenced to the form and its column, code or block which will serve as the source.

Where more than one purpose is coded in column F of GSA FORM T75s, the entry in Block 9 of GSA FORM T76 will be based on the most important purpose, that is, the first code listed in column F.

## DEFINITIONS

As used in this form the term:

- 1. "Agency" means a department or independent establishment of the government.
- 2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment.
- 3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
- 4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization unit, or other organization units within your agency, by other agencies, or by private business under contract.